

POLICY L002: *Quality Meter Reading (QMR)*

1. OVERVIEW

1.1. All state agencies that lease vehicles from OMES Fleet Management are required to report mileage.

1.2. There are three methods to submit mileage:

1.2.1. Agency fleet administrator submits a spreadsheet – **outgoing process**.

1.2.2. Agency fleet administrator enter odometers to the Fleet Management System directly though PC.

- Best application: Delayed odometer reading reporting (odometer, date and time are emailed by drivers and supervisors or local fleet pool administrators).
- Critical requirement: The actual odometer, date and time when odometer was recorded must be submitted for reporting; do not estimate or guess, do not use the reading from the GPS NetworkFleet or Fleet Card website.

1.2.3. Drivers enter odometers for vehicles assigned to them through mobile ready webpage of the Fleet Management System, either through a smartphone or computer – **new direction**.

- Best application: Fleets with assigned drivers to vehicles who can update odometers themselves right from the vehicle, and agency fleet administrator or local fleet administrator who directly manages pool of vehicles.
- Critical requirement: Date and time cannot be entered separately or later; therefore, the odometer reported must be when the vehicle is parked most recently.

2. ENTRY AND SUBMISSION METHODS

2.1. Spreadsheet

2.1.1. A template file is provided at the beginning of the fiscal year.

2.1.2. Enter the odometer reading into the Ending Odometer column for the applicable reporting month.

2.1.3. Enter the actual date and time the reading was taken down in the Date Ending and Time Ending columns.

Veh#	Veh Status	Division (Fit Code)	Division Status	Beginning Odome	Miles Driver	Ending Odome	Date Ending Odometer (mm/dd/yy)	Time Ending odometer (hh:mm)	Vehicle Driver / Supervisor ID
090 50-004	Returned	090-351	Same	109,945	-	109,945			100844
090 80-221	Returned	090-351	Same	114,892	-	114,892			175024
090 80-312	Returned	090-351	Same	116,853	-	116,853			100850
090 50-106	Active	090-351	Same	1,501	1,340	2,841	04/05/19	7:47AM	100844
090 50-108	Active	090-351	Same	835	1,156	1,991	04/05/19	7:47AM	175024
090 50-107	Active	090-351	Same	2,229	857	3,086	04/05/19	7:47AM	100850

2.1.4. If a new vehicle is assigned after a monthly mileage report is submitted to OMES Fleet Management, an updated template will be provided.

2.1.5. If a vehicle is turned in after a monthly mileage report is submitted to OMES Fleet Management, do not remove it from the spreadsheet. Update the last active date instead.

2.1.6. Update and email monthly during the first week of the month to QMR@omes.ok.gov.

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2.2. Online (laptop/PC)

2.2.1. OMES Fleet Management provides an agency fleet administrator with access to the Fleet Management System's page for odometer entry.



Unit/Component Meter Entry

Meter Information

Parking Loc: Meter Date: 04/08/2019 12:00:00 Entry Method: METER READING

Meter Entry (New record number 1)

Type	Unit/Comp No	Description	Meter Readings / Type / Usage / LTD Usage
Unit	090 50-112	2019 FORD 3XXX PASSENGER VAN	1 61 MILE 61

2.2.2. If odometers for several vehicles are taken down at the same date and time, multiple vehicles can be entered with one save.

2.3. Mobile Page "MyVehicle"

2.3.1. An agency fleet administrator and drivers are provided with a web address to the Fleet Management System's page.

2.3.2. Supported platforms:

2.3.2.1. Smartphone (Android & OS), the website link can be saved on the smartphone's home page and functions like an app.

2.3.2.2. Computer (Chrome, Edge, and Safari)

2.3.3. In order to log in, a state ID and six-digit "Driver ID" (fueling PIN) are required. (Note: drivers accustomed to using four-digit PINs must enter "00" to the beginning of their PIN to log in).

2.3.4. Drivers are required to provide an odometer update at the end of the last trip of the week.



2.3.5. System will not allow mileage entry if the system already has a record of a higher odometer, which could be a result of error entry at the pump. Call in for a onetime overwrite and correction.

3. CUSTOMER SUPPORT

3.1. QMR@omes.ok.gov.

3.2. 405-522-1204.